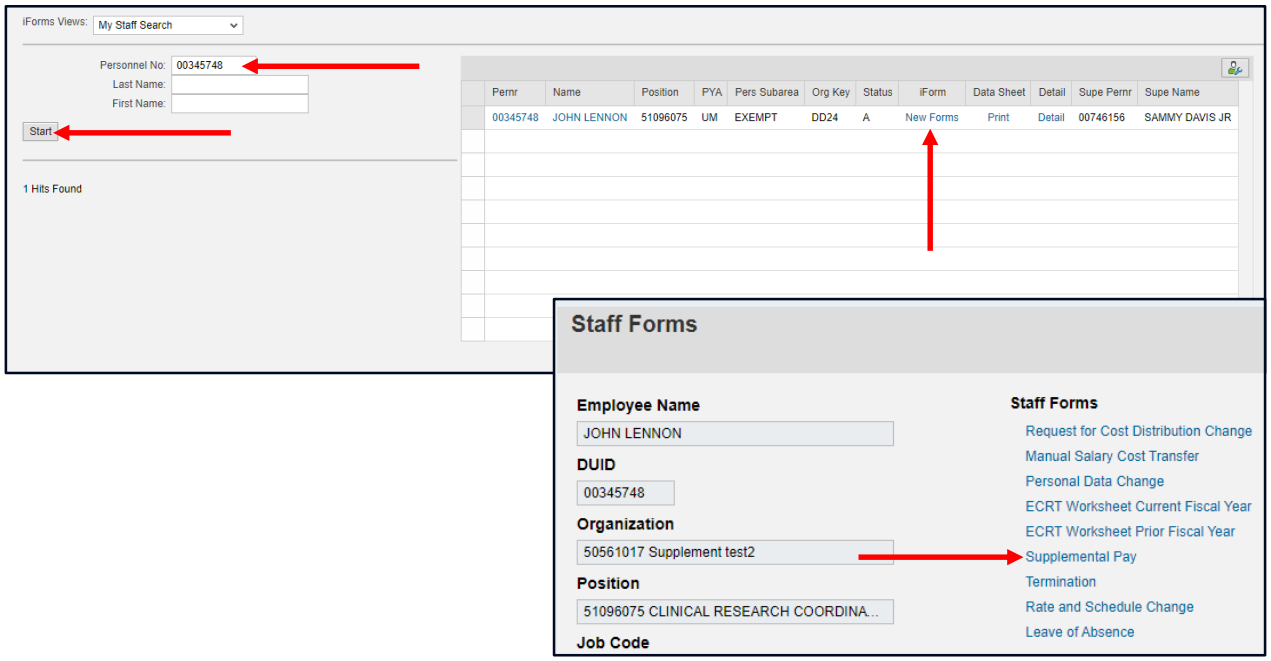
SUPPLEMENT IFORM
ENDING A SUPPLEMENTAL PAYMENT

Overview: *The "End Existing Payment" action on the Supplement iForm is used to end a supplemental payment prior to originally scheduled end date. End actions processed retroactively create over payments that will need to be repaid by the employee.*

Step 1

*Enter the **Name** or **DUID** of the employee whose supplement needs to be stopped. When the employee's information is returned, select **New Forms.** From the **Staff Forms** page, select **Supplemental Pay.***



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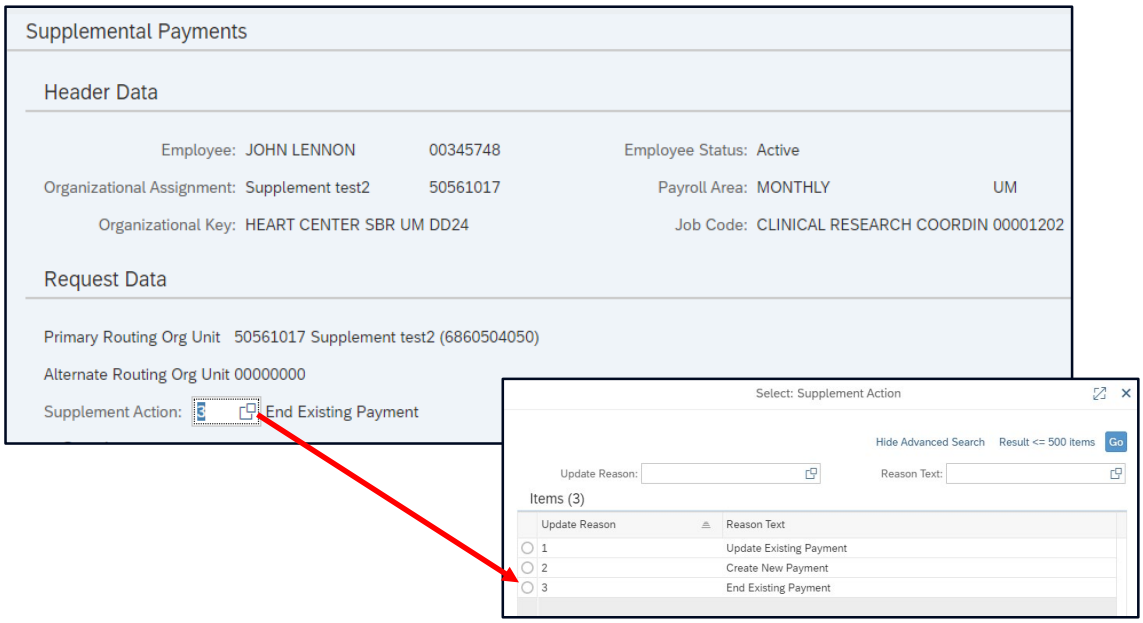
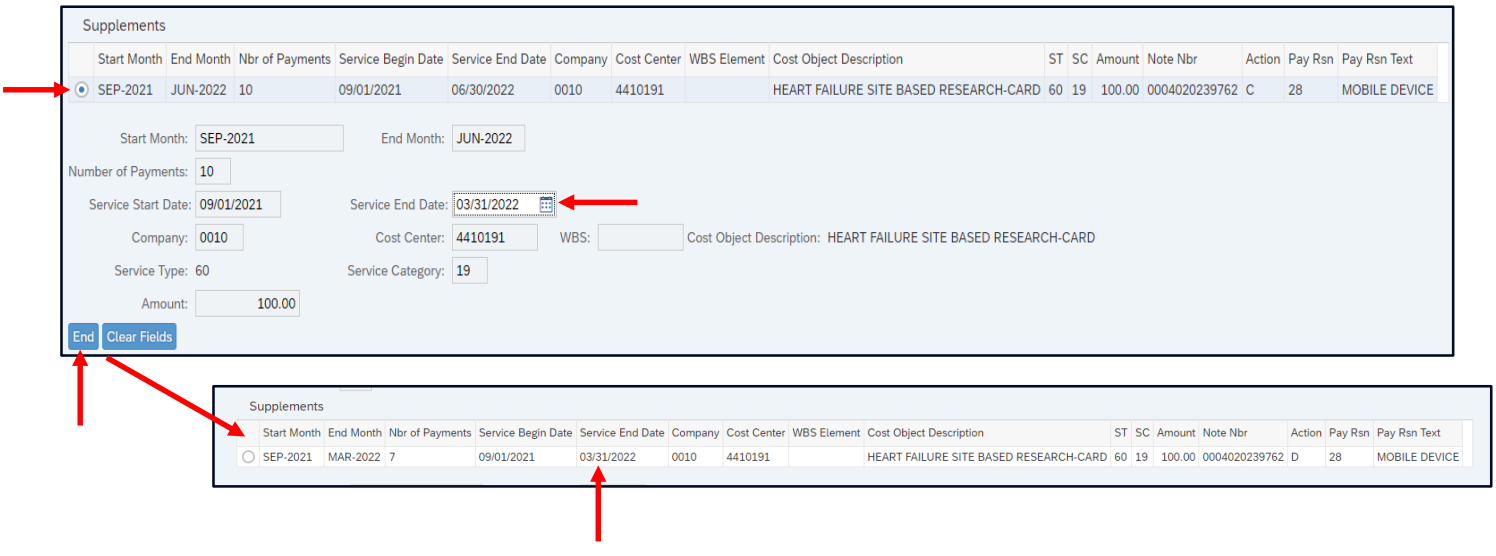
Step 2

*From the Supplemental Payments page, in the Request Data section of the iForm, use the drop down menus to select the **Supplement Action** of **Update Existing Payment.***



Step 3

*Select the radio button associated with the supplemental payment that will be ending. The data entry fields populate with the data from the selected line, but only the **Service End Date** field is editable. Enter the new end date for the supplemental payment. Select **End** to update the grid with the newly added end date.*



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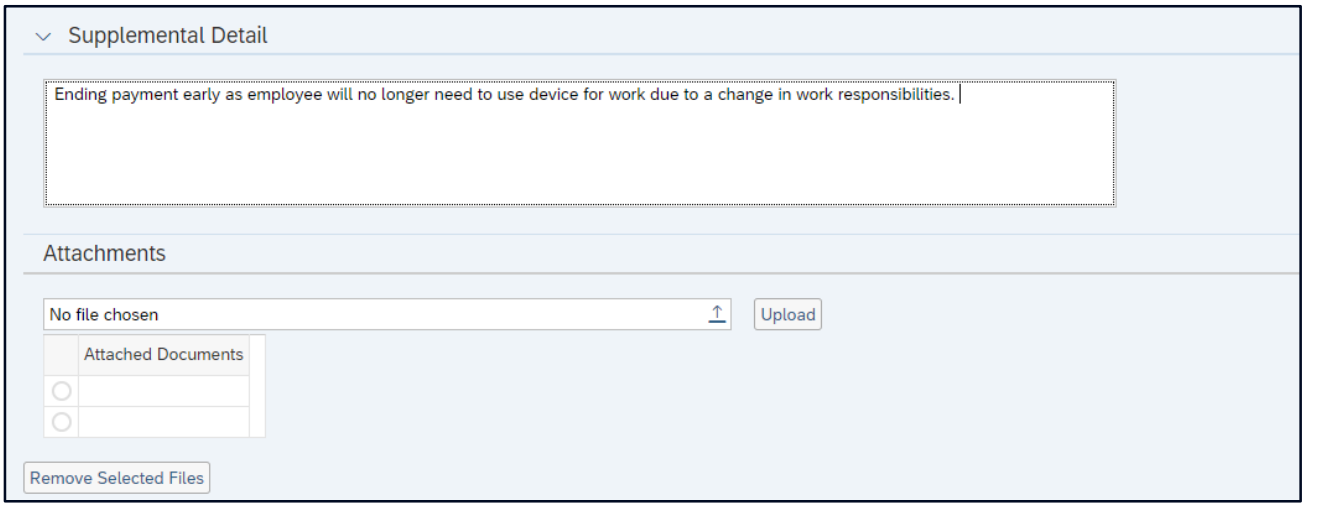
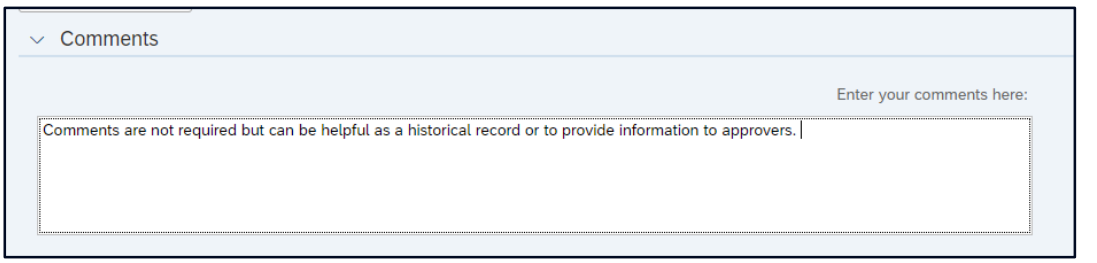
Step 4

*Using the free text field, provide the **Supplemental Detail** to describe why the payment is ending. This field is required and subject to internal and external audit. Add **Attachments** to support the payment as necessary. Do not include any personal or protected information.*



Step 5

*Provide **Comments** as appropriate to assist with approval or to serve as a reference for others who may look at the payments. Comments are not required. Please remember that comments become part of the permanent SAP record. Ensure comments do not include any personal or protected information.*



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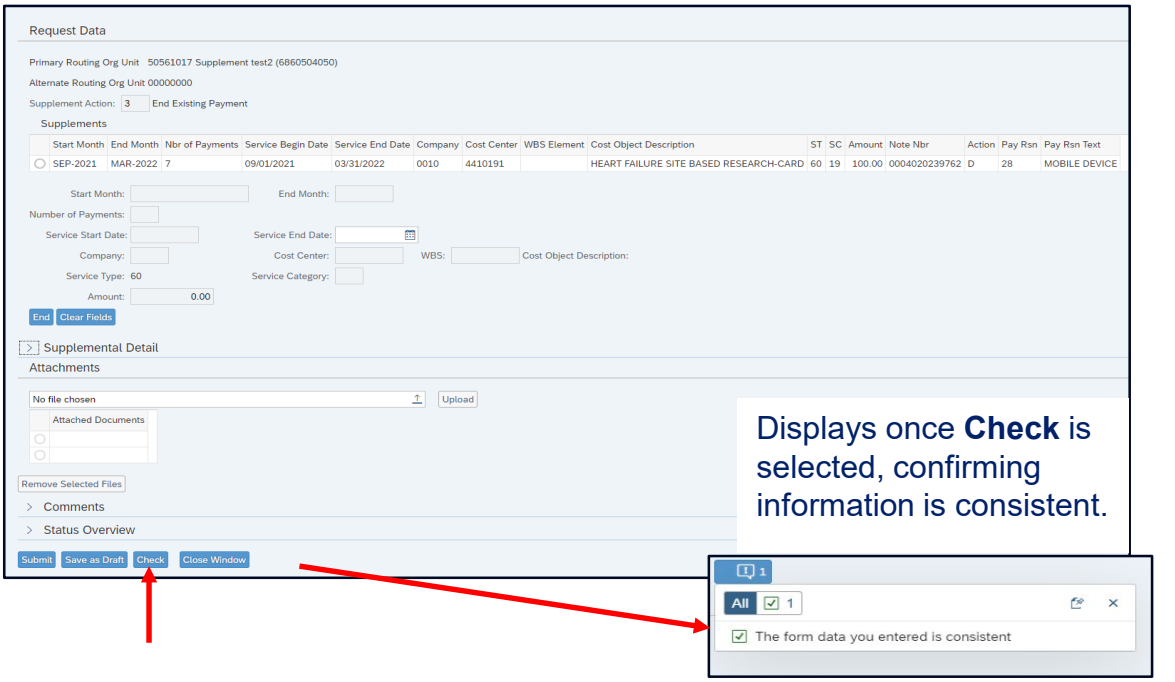
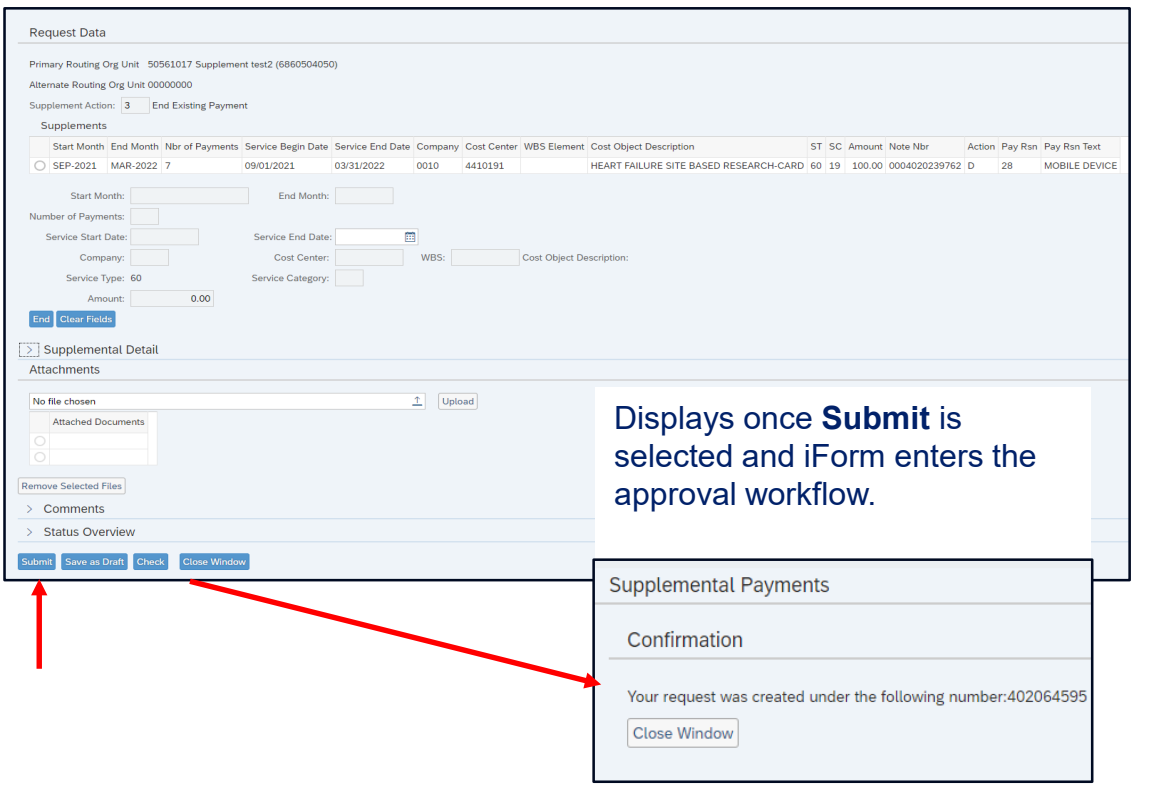
Step 6

*Select **Check** to validate that information contained in the iForm is consistent and to trigger error or warning messages.*



Step 7

*Once data is confirmed, select **Submit** to send the iForm through your business unit's approval process.*



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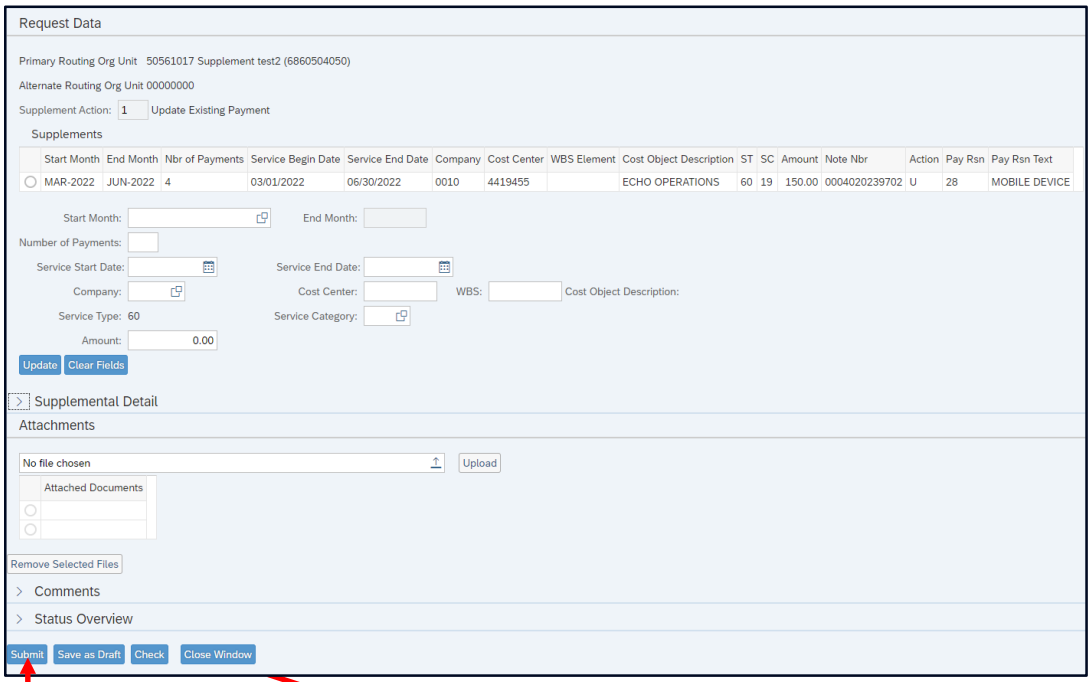
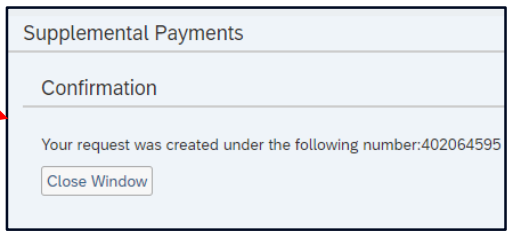
Step 8

*Once data is confirmed, select **Submit** to send the iForm through your business unit's approval process.*





Displays once **Submit** is selected and iForm enters the approval workflow.